

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Senior City Planning Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates Zoning Appeals projects and the administrative process for Board of Alcoholic Beverage license recommendations and Planning Commission projects.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides staff support by reviewing applications, preparing legal advertisements, notifying the public, providing support, coordinating application review with other agencies, preparing city recommendation, and comparing business license applications with zoning regulations.
2	S	Performs administrative functions related to departmental operations by attending meetings, answering telephone calls and responding to questions.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in administration, city code and regulation.
Certifications and Other Requirements	Valid Driver's License, Police Commission Certification
Reading	Work requires the ability to read policies and procedures, standard operating procedure, general correspondence, memorandums and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as a knowledge of engineering and architect scales for plans and linear measurements.
Writing	Work requires the ability to write legal advertisements for publication, amendments to existing regulations, general correspondences, memorandums and letters.
Managerial	Managerial responsibilities include the ability to schedule tasks associated with public hearings, as well as filing ABC license applications.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations
Sitting	F	Computer, desk work, driving
Walking	O	Inter-office, to/from meetings
Lifting	O	Presentation materials and equipment
Carrying	O	Presentation materials and equipment
Pushing/Pulling	R	TV cart
Reaching	O	Equipment, books, office supplies
Handling	O	Presentation materials, equipment, books, office supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	O	Plugging/unplugging equipment
Crouching	N	
Crawling	N	
Bending	O	Setting up presentation equipment
Twisting	R	Setting up presentation equipment
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Computer, desk work, reading
Hearing	C	Staff, supervisor, police/fire/health departments, citizens, telephone, meetings
Talking	F	Staff, supervisor, police/fire/health departments, citizens, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Typewriter, slide projector, camcorder, digital camera, copy machine, fax machine, calculator, telephone, vehicle, computer, Standard Microsoft Windows and Office software, H.T.E., Word Perfect

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)